



RECORDS RETENTION SCHEDULE



Prepared by
STATE RECORDS BRANCH
Public Records Division
Kentucky Department for Libraries and Archives

STATE
ARCHIVES AND RECORDS COMMISSION
COMMONWEALTH OF KENTUCKY

RETENTION AND DISPOSAL SCHEDULE
GENERAL AGREEMENTS

Schedule for:

Kentucky Historical Society
Agency Division

Date Approved 1/30/76 No. of Schedule II

WE THE UNDERSIGNED OR THE AGENTS THEREOF HAVE EXAMINED THE RECORDS TYPES AS SHOWN
BELOW AND BELIEVE THAT THE DISPOSITION AS RECOMMENDED ON THIS SCHEDULE IS THE PROPER ONE

Anna McNeill
Agency Records Officer

Ralph F. Drake
Assistant State Records
Administrator

Lewis Bellard
Assistant State Archivist

MY STAFF HAVING CHECKED THE RECORDS TYPES LISTED IN THIS SCHEDULE FOR STATE
AUDITING REQUIREMENTS, THE DETERMINATION AS SET FORTH BELOW MEETS WITH MY APPROVAL

1/16/76
Date

George L. White
Auditor of Public Accounts

APPROVALS

William R. Dwyer
Agency Head and Title

Division of Archives
and Records Howard J. Hodges
Director

Archives and
Records Commission Charles F. Hinde
Chairman

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Schedule Date: January 01, 1976

**STATE AGENCY RECORDS
RETENTION SCHEDULE**

Tourism, Arts and Heritage Cabinet
Historical Society
Administration

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
02005	Minute Books Ky. Historical Society			Agency: P	Records Center:	Archives Center:
				Retain in Agency		
02019	Order Log Book			Agency: I	Records Center:	Archives Center:
				Destroy after audit and five (5) years after last entry		
02006	History Mobile Exhibit Files			Agency: P	Records Center:	Archives Center:
				Retain in Agency		
02007	Young Historians Annual Awards File			Agency: P	Records Center:	Archives Center:
				Retain in Agency		
02009	Membership Billing Cards			Agency: I	Records Center:	Archives Center:
				Destroy after audit and five (5) years after termination of membership		
02010	Membership Reference Cards			Agency: I	Records Center:	Archives Center:
				Destroy when obsolete		
02011	Local Historical Society Files			Agency: I	Records Center:	Archives Center:
				Destroy when obsolete		

STATE AGENCY RECORDS RETENTION SCHEDULE

Tourism, Arts and Heritage Cabinet
Historical Society
Administration

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
02012	History Mobile Evaluation Forms			Agency: 5	Records Center:	Archives Center:
				Destroy		
02013	Membership Application Cards			Agency: 5	Records Center:	Archives Center:
				Destroy		
02017	Log of Prints			Agency: 1	Records Center:	Archives Center:
				Destroy after audit and five (5) years after last entry		

STATE AGENCY RECORDS RETENTION SCHEDULE

Tourism, Arts and Heritage Cabinet
Historical Society
Micrographics

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
02014	Microfilm Catalog Cards (contains donor information)			Agency: P	Records Center:	Archives Center:
				Retain in Agency		
02015	Microfilm Security Copies			Agency: P	Records Center:	Archives Center:
				Retain in Agency		
02016	Microfilms (duplicates of security copies)			Agency: I	Records Center:	Archives Center:
				Destroy when obsolete		

STATE AGENCY RECORDS RETENTION SCHEDULE

Tourism, Arts and Heritage Cabinet
Historical Society
Micrographics
Library

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
02020	Donor File			Agency: Retain in	Records Center:	Archives Center:
				P		
02021	Visitors Registration Books			Agency: I	Records Center:	Archives Center:
				Destroy when obsolete		
02022	Library Catalog Cards			Agency: I	Records Center:	Archives Center:
				Destroy when obsolete		
02024	Book Order File			Agency: 3	Records Center:	Archives Center:
				Destroy		
02025	Supply Order File (Duplicate - Original in Administration Office)			Agency: 2	Records Center:	Archives Center:
				Destroy		
03074	Researcher Use Form			Agency: 5	Records Center:	Archives Center:
				Destroy		

STATE AGENCY RECORDS RETENTION SCHEDULE

Tourism, Arts and Heritage Cabinet
Historical Society
Micrographics
Publications

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
02018	Project Publication File			Agency: Retain in	Records Center:	Archives Center:
				P		